

# ***HEALTH BENEFITS E-NEWS***

*Department of Human Resource Management  
Office of Health Benefits*

*March 24, 2017*

## **2017 Open Enrollment Changes**

The 2017 Open Enrollment period is now scheduled for **May 1 – May 15**, an update to our previous message in the [February 22 E-News](#) issue.

- Since EmployeeDirect will be offline, employees will complete a fillable Active Employee Enrollment Form online or request a form from their HR Office or Benefits Administrator. We will be giving you more information in the next few weeks.
- The shortened Open Enrollment window will allow Benefits Administrators more time to key transactions in BES. It's important this year to plan for keying in BES throughout the Open Enrollment period. Instructions for BES keying will be communicated later.

Please let employees know of the shortened 2017 Open Enrollment period so they have time to plan. Because this will be a “paper” Open Enrollment, be sure that employees know when and where to submit their benefits requests. Our goal is to make it as easy as possible for employees to submit their enrollment forms.

***Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov)***